

July 11, 2024 7:00 p.m.

AGENDA

CALL TO ORDER

PUBLIC EXPRESSION

MAY 2024 MINUTES

TREASURER'S REPORT

LIBRARY DIRECTOR'S REPORT

COMMITTEE REPORTS

Building and Grounds -S.R.

Finance -T.R.

Fundraising -J.S.

UNFINISHED BUSINESS

- Branding and Marketing Special Committee discussion
- WWI and WWII Poster Project discussion
- Donor recognition for discussion

NEW BUSINESS

- Staff changes for approval -M.H.
- Treasurer's Report format for discussion
- NYS Construction Grant FY2025 Intent to Apply for approval
- Materials Selection and Weeding for discussion

PUBLIC EXPRESSION

ADJOURN

May 9, 2024 Board of Trustee Meeting Patterson Library

Present: S. Scriven, S. Rudnicki, J. Spann, P. Holt, J. Caruso, B. Kittle, M. Bivens, T. Roets, C. VandeVelde, K. Richmond, Pres. J. Johnson, Director M. Hegna
Attending by means of ZOOM connection: L. Dunn, D. Hamann, M. Rubin

Guests: L. Schofield, C. Thomas, C. Riedesel

Also in attendance - Michael McLanahan, representing Bysiek CPA, LLC
Laura Dealy, representing Manning & Napier

Meeting was called to order by Pres, J. Johnson @ 7:00

Prior to regular business, M. McLanahan presented the findings of the annual audit. He indicated that the Patterson is in a strong financial position, and expressed an unmodified opinion, and issued a management letter with no findings. See Audit Report on Financial Statements, December 31, 2023 placed on file.

Manning & Napier financial manager for Patterson Library, Laura Dealy, preceded her summary of the endowment fund with an invitation to a seminar sponsored by Manning & Napier called Positive Pivot.

L. Dealy proceeded with her explanation of investment strategies, explanation of our financial picture, and gave advice when asked regarding financing large building projects in our future. See Investment Performance Review, March 31, 2024 placed on file.

MINUTES

Due to the lack of quorum for March meeting the January minutes were not approved, the meeting was conducted as an informational meeting and no minutes were recorded.

Move to accept minutes of January meeting made by B. Kittle
2nd by C. VandeVelde. Approved unanimously, placed on file.

TREASURER'S REPORT

T. Roets reported on financial months, report placed on file.
J. Johnson suggested that the monthly format be changed to be better aligned with system report. Finance committee will meet to discuss.

DIRECTOR'S REPORT

Director M Hegna went over highlights of her report as received and answered questions regarding E-Rate, data wiring, etc. Director Report placed on file.

COMMITTEE REPORTS

BUILDING & GROUNDS

S. Rudnicki went over report, explained current project of removing carpet in areas, versus refinishing some places. Carpet samples are available for board members to voice their opinion. The repair of fronts steps and walkways need attention. Looking for a contractor for cement work.

B. Kittle reported that the system has been awarded over \$1 million for additional distribution. Requests should be in by July 12. In October, there might be extra money available for small projects, so we should be poised to take advantage.

FUNDRAISING

K. Richmond updated board on progress on Patterson After Dark fundraiser coming up on May 11 regarding acquiring food donations, beer and wine, and ticket sales. Asked for volunteers for Saturday morning set up, evening clean up, and miscellaneous help with pick up of donations. Shaping up for a great event.

UNFINISHED BUSINESS

Policies Committee updated policy votes:

*Volunteer Policy Draft - Motion by J. Caruso, 2nd by S. Scriven

Unanimously Approved

*Vulnerable Adult Policy - Motion by P. Holt, 2nd by M. Bivens

Unanimously Approved

*Sexual Abuse Prevention Policy - Motion by B. Kittle, 2nd by C. VandeVelde

Unanimously Approved

NEW BUSINESS

M. Hegna informed the board of the resignation of Austin Presto as library page.

Julie Kowal has been working with children and doing a great job. M.Hegna proposed that Julie be promoted to Children's Program Assistant with the increase of hours to 20 hrs per week.

J. Caruso moved we accept the resignation of A. Presto and change J. Kowal title to Child Program Assistant with 20 hrs per week. 2nd by J. Spann. Unanimously Approved

L. Dunn proposed we extend Saturday hours on July 13, 2024 to accommodate the community members and outside visitors coming into Westfield for reunion weekend. A memorial video and other events in honor of Alan Koch, former art teacher @ WACS, will be featured at the library.

P. Holt moved we extend library hours on July 13 to 4:00 PM, 2nd by M. Bivens.
Unanimously Approved

BOARD ELECTIONS

K. Richmond proposed the executive slate of officers for the 2024-25 year as follows:

President- J. Johnson, V. President - J. Caruso, Treasurer- T. Roets, Secretary - K. Richmond

2nd by P. Holt. Unanimously Approved

Upon completion of board terms, M. Bivens, S. Scriven, and D. Hamann are resigning from the board of trustees.

C. VandeVelde proposed to accept such resignations with regret.

2nd by T. Roets. Unanimously Approved.

C. Riedesel, C. Thomas, and L. Schofield introduced themselves expressing their connections and honor to be asked to serve on the board of trustees.

M. Bivens proposed we accept as new Trustees, C. Riedesel, C. Thomas, and L. Schofield

2nd by C VandeVelde. Unanimously Approved

No public expression.

Meeting adjourned @ 9:00

Respectfully submitted,

Kathryn Richmond

PATTERSON LIBRARY

Treasurer's Report

June 30, 2024

OPERATING ACCOUNT	2024				2023				Change from Prior Year
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	
January	\$105,449.98	\$9,419.00	\$26,256.68	\$88,612.30	\$106,211.22	\$2,341.03	\$34,144.86	\$74,407.39	\$14,204.91
February	\$88,612.30	\$25,021.40	\$30,966.24	\$82,667.46	\$74,407.39	\$11,886.65	\$30,425.07	\$55,868.97	\$26,798.49
March	\$82,667.46	\$2,483.11	\$26,772.00	\$58,378.57	\$55,868.97	\$14,759.16	\$25,852.57	\$44,775.56	\$13,603.01
April	\$58,378.57	\$1,793.00	\$40,909.13	\$19,262.44	\$44,775.56	\$80,408.45	\$28,512.82	\$96,671.19	-\$77,408.75
May	\$19,262.44	\$122,516.35	\$30,022.73	\$111,756.06	\$96,671.19	\$29,928.79	\$39,268.48	\$87,331.50	\$24,424.56
June	\$111,756.06	\$1,420.07	\$26,853.52	\$86,322.61	\$87,331.50	\$11,417.64	\$30,406.71	\$68,342.43	\$17,980.18
July	\$86,322.61			\$86,322.61	\$68,342.43	\$4,188.33	\$29,567.38	\$42,963.38	\$43,359.23
August	\$86,322.61			\$86,322.61	\$42,963.38	\$41,971.08	\$26,449.34	\$58,485.12	\$27,837.49
September	\$86,322.61			\$86,322.61	\$58,485.12	\$4,165.54	\$25,631.25	\$37,019.41	\$49,303.20
October	\$86,322.61			\$86,322.61	\$37,019.41	\$38,758.50	\$35,582.89	\$40,195.02	\$46,127.59
November	\$86,322.61			\$86,322.61	\$40,195.02	\$113,663.26	\$27,059.74	\$126,798.54	-\$40,475.93
December	\$86,322.61			\$86,322.61	\$126,798.54	\$4,278.45	\$25,627.01	\$105,449.98	-\$19,127.37
Totals		\$162,652.93	\$181,780.30			\$357,766.88	\$358,528.12		-\$106,211.22

CAPITAL ACCOUNT	2024				2023				Change from Prior Year
	Beg Bal	Receipts	Expenses	Ending Bal	Beg Bal	Receipts	Expenses	Ending Bal	
January	\$122,004.37	\$21.65	\$2,379.26	\$119,646.76	\$20,127.59	\$37,224.69	\$134.98	\$57,217.30	\$62,429.46
February	\$119,646.76	\$18.76	\$1,315.00	\$118,350.52	\$57,217.30	\$8.68	\$472.25	\$56,753.73	\$61,596.79
March	\$118,350.52	\$18.65	\$0.00	\$118,369.17	\$56,753.73	\$9.58	\$436.00	\$56,327.31	\$62,041.86
April	\$118,369.17	\$20.59	\$0.00	\$118,389.76	\$56,327.31	\$7,008.48	\$3,792.05	\$59,543.74	\$58,846.02
May	\$118,389.76	\$20,021.46	\$0.00	\$138,411.22	\$59,543.74	\$10.54	\$1,690.12	\$57,864.16	\$80,547.06
June	\$138,411.22	\$21.08	\$104.25	\$138,328.05	\$57,864.16	\$1,079.56	\$0.00	\$58,943.72	\$79,384.33
July	\$138,328.05			\$138,328.05	\$58,943.72	\$9.88	\$0.00	\$58,953.60	\$79,374.45
August	\$138,328.05			\$138,328.05	\$58,953.60	\$17,073.43	\$19,029.52	\$56,997.51	\$81,330.54
September	\$138,328.05			\$138,328.05	\$56,997.51	\$8.98	\$0.00	\$57,006.49	\$81,321.56
October	\$138,328.05			\$138,328.05	\$57,006.49	\$113,144.16	\$37,409.26	\$132,741.39	\$5,586.66
November	\$138,328.05			\$138,328.05	\$132,741.39	\$7,021.47	\$13,433.82	\$126,329.04	\$11,999.01
December	\$138,328.05			\$138,328.05	\$126,329.04	\$19.71	\$4,344.38	\$122,004.37	\$16,323.68
Totals		\$20,122.19	\$3,798.51			\$182,619.16	\$80,742.38		-\$20,127.59

Comments:

1. The cash balance in the Operating account is \$86,000. Biannual draw and village/town monies deposited in May. An expense that was paid in April was missed in Quickbooks - reason for change in April data compared to last meeting. We still await ERC funds.
2. The cash balance in the Capital account is \$138,000. Biannual draw of \$8000.00 deposited 5/1/24, along with \$12,000 from Joan Caruso. The Kitchenette remodel is near completion with only an oven and countertops to purchase.

PATTERSON LIBRARY

Treasurer's Report

2024 Budget Summary - Through June 30, 2024

BUDGET SUMMARY	2024 Actual		2024		2023	
		YTD	Budget	Remaining	Budget	Actual
Funding Sources						
Local Public Funding		\$44,500.00	\$99,000.00	\$54,500.00	\$98,000.00	\$98,500.00
State Funding		\$206.90	\$2,000.00	\$1,793.10	\$2,000.00	\$2,067.60
CCLS Funding		\$2,539.50	\$7,000.00	\$4,460.50	\$5,000.00	\$4,737.00
Endowment Draws-Operating		\$74,900.00	\$148,000.00	\$73,100.00	\$142,000.00	\$142,000.00
Gifts and Memorials		\$18,567.58	\$18,000.00	-\$567.58	\$17,000.00	\$21,543.39
Fundraisers		\$7,223.35	\$15,000.00	\$7,776.65	\$15,000.00	\$26,400.54
ERTC			\$60,000.00	\$60,000.00		\$2,350.00
Patterson Society		\$8,685.00	\$17,000.00	\$8,315.00	\$15,000.00	\$13,730.00
Earned Income		\$3,030.60	\$5,100.00	\$2,069.40	\$6,600.00	\$6,151.15
Prior year roll over		\$105,449.00	\$47,900.00	-\$57,549.00		\$35,000.00
Grants		\$3,000.00	\$7,000.00	\$4,000.00		\$5,287.20
Operating Fund		\$268,101.93	\$426,000.00	\$157,898.07	\$300,600.00	\$357,766.88
Endowment Draws-Capital		\$8,000.00	\$16,000.00	\$8,000.00	\$14,000.00	\$14,000.00
Interest		\$122.19				
Capital Gifts		\$13,000.00	\$86,304.00	\$73,304.00	\$3,000.00	\$168,599.72
Prior year roll over		\$96,696.00	\$96,696.00	\$0.00		
Capital Fund		\$21,122.19	\$199,000.00	\$81,304.00	\$17,000.00	\$182,599.72
TOTAL FUNDS		\$289,224.12	\$625,000.00		\$317,600.00	\$540,366.60
EXPENSES						
Personnel Costs		\$133,531.81	\$278,710.00	\$145,178.19	\$263,305.00	\$257,596.66
Library Materials		\$15,441.78	\$22,175.00	\$6,733.22	\$19,550.00	\$23,370.72
Supplies and Maintenance		\$29,017.91	\$52,615.00	\$23,597.09	\$49,945.00	\$61,993.21
Fundraising Expenses			\$2,600.00	\$2,600.00	\$2,600.00	\$6,517.02
Program Costs		\$3,788.80	\$9,900.00	\$6,111.20	\$9,600.00	\$9,223.29
Operating Expenses		\$181,780.30	\$366,000.00	\$184,219.70	\$345,000.00	\$358,700.90
Building		\$3,798.51	\$28,000.00	\$24,201.49	\$25,899.00	\$41,384.00
Special projects			\$172,000.00			
Equipment/Transfer				\$0.00	\$25,101.00	\$35,000.00
Capital Expenses		\$3,798.51	\$200,000.00	\$24,201.49	\$51,000.00	\$76,384.00
TOTAL EXPENSES		\$185,578.81	\$566,000.00		\$396,000.00	\$435,084.90

Comments:

1. Operating revenue is as expected
2. Off to a great start for Patterson Society
3. Operating expenses are near 50% at mid year - library materials and supplies/maintenance are higher than projected - \$4000 for audit added to later
3. We await receipt of projected Employee Retention Tax Credit of \$65,876.39
4. Capital expenses for building will be sizeable in 2024 with work being done but state grant received already.

ENDOWMENT ACCOUNT SUMMARY	2024				2023	
	Ending Balance	MTM Change	YTD Change	12-Mo. Change	Ending Balance	YTD Change
January	\$4,483,409.16	\$9,763.35	\$9,763.35	\$1,052,661.88	\$3,430,747.28	\$166,708.48
February	\$4,495,484.86	\$12,075.70	\$21,839.05	\$1,182,479.38	\$3,313,005.48	\$48,966.68
March	\$4,570,702.83	\$75,217.97	\$97,057.02	\$1,138,364.10	\$3,432,338.73	\$168,299.93
April	\$4,452,053.62	-\$118,649.21	-\$21,592.19	\$1,035,353.50	\$3,416,700.12	\$152,661.32
May	\$4,484,774.31	\$32,720.69	\$11,128.50	344,825.83	\$4,139,948.48	\$875,909.68
June	\$4,575,131.86	\$90,357.55	\$101,486.05	366,493.76	\$4,208,638.10	\$944,599.30
July		-\$4,575,131.86	-\$4,473,645.81	-4,256,304.83	\$4,256,304.83	\$992,266.03
August		\$0.00	-\$4,473,645.81	-4,179,784.87	\$4,179,784.87	\$915,746.07
September		\$0.00	-\$4,473,645.81	-4,032,929.40	\$4,032,929.40	\$768,890.60
October		\$0.00	-\$4,473,645.81	-3,967,638.92	\$3,967,638.92	\$703,600.12
November		\$0.00	-\$4,473,645.81	-4,128,310.17	\$4,128,310.17	\$864,271.37
December		\$0.00	-\$4,473,645.81	-4,473,645.81	\$4,473,645.81	\$1,209,607.01

Comments:

1. For the calendar year 2024 the endowment is up \$101,000 from beginning of 2024.
2. The -\$118,649 down in April was partly due to draw of \$87,900 (\$74,900 to operating and \$5000 Joan Caruso and \$8000 to capital)
3. The Kappler fund which is a separate fund and not part of the endowment had a \$75,000 addition this year. I sent an inquiry to Laura Dealy with this specific question and she and her team are working on a new login to Charles Schwab that will allow us to see both accounts. As of today that Kappler account sits at \$85,000 and we are allowed to use the income it generates each year for childrens books

Other Comments:

1. Thanks to Megan and Janice Hogenboom for her help in getting me the information necessary for this report.
2. Thanks to Pete Holt for handling the monthly bank reconciliations.

Director's Report

Megan Hegna

Patterson Library

Prepared for Board of Trustee's Meeting on July 11, 2024

Administrative News

- Jan Dekoff (CCLS Director) was contacted by Andy Goodell and Joe Giglio's offices regarding Grants in Aid, formerly known as Bullet Aid. They have decided to send the funding to CCLS to disburse. We have \$40,000 for Chautauqua County libraries and \$30,000 for Cattaraugus County libraries. Our request and Ellington's were passed along to her. The request we sent was an adaptation of the Hultquist request for \$23,000 for poster conservation and poster catalog publication.
- The open part-time page position (working primarily in the Children's Area) was posted on our website and on Facebook. Two candidates were interviewed. I recommend Gabby Zarpentine for formal board approval. In addition to meeting the minimum job requirements, Gabby has a B.A. in Education and working knowledge of children's literature.
- We were notified that we were beneficiaries in Sally Jeanne Kappler's will. These funds are intended for the Jeanne Diffenbach Kappler fund which Ms. Kappler established in 2017 as a perpetual fund whose earning should be used to purchase children's books. The initial donation was placed in the endowment. In 2022 these funds were moved to a separate account under the management of Manning & Napier.
- Recognition and thanks to Joan Caruso for her generous donation intended towards: historic poster preservation, the Lorna Penny Book Fund, and greatest need.

Facility News

- A budget line was approved for the 2024 Budget for new flooring. My primary areas of concern is the carpeting from the 1990s which has become faded and stretched in some areas to the point that it is a tripping hazard. Via email correspondence, the majority of trustees were in favor of refinishing wood floors where possible. The Hands have done a wonderful job removing the carpet and glue from the wood floors in front of the elevator landing on the main level of the library. Carpeting color is still under discussion and preferences should be referred to the Building and Grounds Committee. (Flooring: Long Range Plan Facility Goal 6.11)

Programming News

Youth Services

- L. Abbott applied for and was awarded a \$3,000 Dollar General Grant to be put towards youth books, puppets, and new large-scale STEM building toy.
- Summer Reading kicked off on July 1 and runs until Aug. 9. This year's theme is "Adventure Begins at Your Library."

- 2022 summer reading sign-ups were 143, last summer sign-ups were 235, and as of July 3rd we already had 254 sign-ups.
- Children's program turn out is starting strong with two events hosting over 100 people.

Adult Services

- The Library was not awarded ASI Grant Funding this year. Fiber Arts classes will continue, and we will try to put out free-will donation jars at the events.

Octagon Gallery

- NSAA Members Exhibit with 55 in attendance at opening
- Jeff Crist "Reconnections" in the Pergola Garden
- Currently on Display: Hans Videll, abstract oil paintings

Fundraising News

- **Patterson After Dark** raised \$7,270 (gross amount) Money intake-- Paper Tickets: \$6,400; Online Tickets: \$500; Donations: \$260; Wine glass sales: \$110. K. Richmond was chair.
- Our **Book Sale** begins set up in the Reading Room on Monday July 15th. All volunteers are appreciated. A Patterson Society Pre-Sale will be held Wed. from 6-8pm. The Book Sale will be held Thursday the 18th through Saturday the 20th during open hours. Help will also be needed for clean up on Monday July 22nd. All books need to be boxed for removal by the company Books Galore and More that afternoon. M. Rubin is chair.
- Plans are under way for the **Auction** to be held Aug. 21 in Eason Hall. J. Spann is in charge of facility set-up and chicken dinners. C. Thomas is chair. C. Thomas is coordinating with Gwen Spann to streamline the checkout process.
- Online community fundraiser **Give Big CHQ** brought in \$420.

Action Idea! *Help Needed Soliciting Auction Donations – from C. Thomas*

As the auction approaches, think big bids and outside the box. Experiences and events garnered big bids last year; creative items were fun and got lots of attention – like the lunchbox! In which case, think inside the box

As you remind friends, family, & colleagues to donate, please tell them we'll limit the number of small-ticket goods in the silent auction. Dozens of \$2-\$10 'yard sale items' made lots of work for volunteers, brought in few funds, and most ended up at the thrift store. *Donors: Donations are accepted at the Library Director's discretion. Items not used in the auction will be donated to charity.*

Did you know? *New E-Book App Available*

We now have a system-wide subscription to Comics Plus! This includes two collections, one for children and one for teens. These collections offer our patrons unlimited access to a wide range of comics, graphic novels, and Manga, all of which are regularly updated. The best part? There's no limit on who can read each title, opening up the possibility for engaging book club choices and a fantastic opportunity to promote for the Summer Reading Program.

By the Numbers:

Selected Outputs:	May 2024	May 2023	May 2022
Adult Book Circulation	809	753	726
Children's Book Circulation	1047	806	496
Downloadable/Streaming	468	435	395
Other Circulation	493	820	517
All Items Circulation	2817	2814	2134
Visits	3076	1461	2065
Reference Questions	97	40	45

Selected Outputs:	June 2024	June 2023	June 2022
Adult Book Circulation	769	797	779
Children's Book Circulation	833	873	618
Downloadable/Streaming	494	460	442
Other Circulation	554	109	469
All Items Circulation	2650	2239	2308
Visits	2698	1379	1774
Reference Questions	156	44	58